

Exhibit 4A: Staff Education and Training Policy

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/ Employee Development (/hr/policies/employee-development) / Staff Development & Training

Policy # 50.0: Staff Development & Training

Revision date:

October 22, 2013

Purpose

The University recognizes a responsibility to enhance the staff employee's opportunity to develop skills and abilities for full performance within the position and for career advancement within the University. Both the department and the Human Resources Office of Training and Development (HRT&D) have a responsibility to assist in the professional development of staff employees.

Policy

1. The department initiates the professional development process with the use of an employee's performance appraisal. Through the Performance Evaluation (PE) system, an assessment is made of the training and development needs of the department and its employees.
2. HRT&D assists in the professional development process by evaluating the recommendations of department as well as overall University needs by:
 - a. Developing and presenting training courses, and
 - b. Offering training material and advice as to applicable methods for achieving training objectives.
3. The following training is mandatory for the designated groups(s) of employees:
 - a. Any regular staff employee with a full time equivalent (FTE) of 0.5 or greater shall attend new employee orientation within 30 calendar days after his/her first date of employment.
 - b. Note: If an employee separates and returns to regular employment within one year, the employee will not be required to attend new employee orientation. Employees who separate and return to regular employment in over one year are required to attend new employee orientation.
 - c. All newly hired or promoted supervisory employees shall complete SuperVISION, a supervisory training program (<http://hr.uky.edu/TandD/supervision.php>), within 180 days of supervisory assignment.

Process

The department and HRT&D assist employees in achieving training objectives. However, ultimate responsibility for development and training resides with the employee.

1. Department heads are encouraged to recommend to HRT&D any training and development which would

- benefit the department or employee. Department and division heads are also encouraged to develop departmental or divisional staff development programs specific to the needs of the department or division.
2. HRT&D continuously evaluates recommendations and overall University needs and establishes training programs as possible to meet those needs.
 3. Scheduled training programs for employees are announced through bulletins distributed to all department heads, designated web sites and University publications.
 4. Upon approval of the department head, an employee may attend a training program conducted by HRT&D or other designated providers. An employee
 - a. May request nomination/registration or to be nominated/registered for training programs;
 - b. May attend training as paid working time if either he or she registers, or is nominated for, training for departmental related objectives; and
 - c. May attend as paid working time at the department head's discretion if he or she registers, or is nominated for, training for personal objectives. If paid time is not authorized, the employee shall be notified of that fact by the department head prior to the beginning of the training program.
 5. HRT&D is responsible for maintaining a record of employees who complete their training courses within the system of record. Upon completion of HRT&D sponsored certificate training, HRT&D is responsible for forwarding the record of completion to the Human Resources Office of Employee Records.
 6. If a department's training needs cannot be met by HRT&D, a referral of the request may be made to appropriate resources and advice given to the department head concerning alternatives.

Related policies

Archived versions of this policy

Previous version: revised 04-01-2006 (</hr/policies/archive/staff-developmenttraining/revised-04-01-2006>)

Previous version: revised 07-11-2002 (</hr/policies/archive/staff-developmenttraining/revised-07-11-2002>)

Previous version: revised 06-30-1983 (</hr/policies/archive/staff-developmenttraining/revised-06-30-1983>)

Policies in the 'Employee Development' Section

HR P&P #50.0 Staff Development & Training (</hr/policies/staff-development-training>)

HR P&P #51.0 Employee Education Program (</hr/policies/employee-education-program>)

« back to all Policies (</hr/policies>)

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Exhibit 4B: UK HR Training and Development Department

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Home (/hr/) / Training



(<http://www.uky.edu/hr/training/offerings/professional-development-training>)

Updates

T&D Policy for Delays and Closing (</hr/training/td-policy-for-delays-and-closing>)

For complete information regarding our attendance policy in the event of a university delay or closing due to inclement weather, please visit our delays and closings policy.

Read more » (</hr/training/td-policy-for-delays-and-closing>)

Unconscious Bias Initiative (</hr/training/unconscious-bias-initiative>)

Unconscious bias refers to the automatic stereotypes or attitudes we hold about groups or people. These biases can be held for or against those most like us and most different from us.

Read more » (</hr/training/unconscious-bias-initiative>)

Organizational Ethics Training - March 28th (</hr/training/organizational-ethics-training-march-28th>)

There are distinct ethical dilemmas that arise within an organizational structure, which produces different problems for different people depending on roles, responsibilities, values, personal integrity, job descriptions, and organizational culture. In a large academic and medical center, the diversity of organizational ethics issues creates many gray areas for which there are uncertain legal and policy interpretations.

Read more » (</hr/training/organizational-ethics-training-march-28th>)

Contact Training & Development »

(<http://www.uky.edu/hr/training/contact-training>)

* New Employee Orientation »

(<https://iwebdnew.uky.edu/neo/>)

T&D Units

Technology & software training (<http://www.uky.edu/hr/training/offerings/technology-software-training>)

Professional development training (<http://www.uky.edu/hr/training/offerings/professional-development-training>)

SuperVision (<http://www.uky.edu/hr/training/supervision>)

Career Development (<https://www.uky.edu/hr/training/career-development>)

T&D programs

Essential Leader Program (</hr/training/offerings/essential-leader-program>)

Experienced Leader Academy (</hr/training/offerings/experienced-leader-academy>)

Humanity Academy (</hr/training/offerings/humanity-academy>)

Other training

Business Procedures Training (</hr/training/offerings/business-procedures-training>)

Research Administration (RATE) (</hr/training/offerings/research-administration-rate>)

UK Business Procedures Certification Series (</hr/training/offerings/uk-business-procedures-certification-series>)

All T&D Courses ([/hr/training/offerings/all-td-courses](http://hr/training/offerings/all-td-courses))

Essential resources

End of Orientation Form (<http://www.uky.edu/hr/sites/www.uky.edu.hr/files/tandd/images/EndOfOrientation.pdf>)

UK HealthCare Enterprise Learning (<http://ukhealthcare.uky.edu/EnterpriseLearning/>)

IRIS training (<http://www.uky.edu/its/enterprise-applications>)

Performance evaluations (<http://www.uky.edu/pe/>)

SuperVision training (<http://www.uky.edu/hr/training/supervision>)

Staff laptop loan program (<http://www.uky.edu/hr/training/staff-laptop-loan-program>)

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Exhibit 4C: Professional Development Classes

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Home (/hr/) / Training (/hr/training) / Offerings (/hr/training/offerings) / Professional Development Training

Professional Development Training

Professional Development courses are offered to all UK employees on an open enrollment basis. Competency-based courses are designed to meet the University's goal to develop and retain excellent staffing. Our courses provide all University employees the opportunity to strengthen job performance, build leadership capabilities, and foster personal and professional growth throughout their tenure at the University.

For more information or for help in developing your training plan, please contact T&D. (/hr/training/contact-training)

Current Professional Development Courses

Communications

Communicating Across Cultures

When faced by an interaction that we do not understand, people tend to interpret the others involved as "abnormal", "weird", or "wrong".

Communicating With Success

During this workshop, we will explore basic communication issues.

Personality Differences

As long as you live you will have at least some unwelcome and unproductive friction with others.

Presenting Effectively

Designed for the professional who is occasionally (or frequently!) required to make presentations, this intense, practice-focused workshop extends over two sessions.

Presenting Effectively - Day 1

Day 1 of a 2 day class. Designed for the professional who is occasionally (or frequently!) required to make presentations, this intense, practice-focused workshop extends over two sessions.

Presenting Effectively - Day 2

This is day 2 of a 2 day class. Participation in Day 1 is required to attend day 2.

Principles of Effective Writing

Many of us are profoundly insecure about our ability to communicate effectively in writing.

Creative Problem-Solving

Basics of Training and Development for Managers

Every year, organizations spend thousands of dollars on training programs that fail.

Facilitating Meetings and Teams

Without facilitation, a meeting can easily become a waste of everyone's time.

Following With Courage and Commitment

Leaders and followers form around a common purpose.

Goal Setting 101

Getting the most out of our life by being successful in accomplishing our goals--personally and professionally--can seem like a daunting task.

Group Problem Solving

You and your co-workers encounter a range of range of problems at work.

Perceptions: Is Seeing Believing?

Can we trust what we see? How can we make sense out of what the senses send to the brain? We will discuss how we see ourselves, how others see us, and how our perceptions shift over time.

Personal Decision Making

Most of us make hundreds of decisions every day.

Thinking Critically

Reasoning is the process of examining data (facts, information, evidence, observations, and experiences) and drawing inferences, judgments, and conclusions from the data.

Train the Trainer

During this 2 hour seminar, you will learn how to conduct structured, systematic, on-the-job training.

Turning Around the Worst Performers

During this seminar, you will learn to isolate the behaviors, address each behavior specifically, and prioritize by addressing the most disruptive behaviors first.

Using Time Wisely

Many of us feel that despite our best intentions that the workday is over and we have not finished a single item on our to-do list! During this seminar, we will discuss how to become more productive and more satisfied with our efforts.

Interpersonal Skills

Being Professional with Coworkers and Customers

This workshop will help you learn to deal with all of the different types of personalities in the workplace.

Building a Climate of Trust

This workshop is intended for those who lead others (supervisors, managers, etc.)

Building Professional Relationships

Developing Professional Relationships is about presenting yourself in a way that shows you keep an open mind and maintain open and honest communication, and that you stick to your convictions as diplomatically as possible.

Emotional Intelligence 2.0

special request

FISH!

In this dynamic workshop, positive attitude, customer focus, and loads of fun combine to transform the workplace.

Handling Anger in the Workplace

Handling negative emotions in the workplace is one of the greatest challenges management and employees face today.

Identify and Address Workplace Bullying

special request

Prof Workplace: Letting Your Light Shine

This workshop relates how positive attitude, appearance, communication, respect and courtesy, and a dedicated work ethic carry over from one profession, department, or unit to another.

Understanding DISC

This workshop helps participants understand what the DISC is and is not, what the behavior styles mean, and how individual can use their awareness to better communicate, manage and solve conflicts.

Using DISC at Work and In Relationships

This is a paid course available to departments at UK to keep the workplace working well.

Leadership

21 Indispensable Qualities of a Leader

What do you dream of? In your wildest imagination, what do you see yourself doing? Now, what is standing between you and that dream? The answer is leadership.

Apollo 13: A Case Study in Leadership

In April 1970, Apollo 13 made its ill-fated mission to the Moon. During this seminar, we will study the mission events in view of the leadership and problem solving skills demonstrated

Basics of Leadership

What is a leader? Can you become the leader you envision? During this workshop, we will address the issue of becoming the best leader each of us can be.

Best Practices in Project Management

This course provides a solid understanding of the fundamental building blocks of project management, and an introduction of best practices that can be used in all endeavors by all people across all industries.

Coaching for Best Results

In this seminar, we will focus on supporting coaching skills in new hire training.

Coaching Your Front-Line Staff

To meet today's demands with today's workforce requires a new set of coaching skills.

Experienced Leader Academy

Based on the books of John C. Maxwell, this leadership series is designed to encourage and support experienced managers to continue to maximize their leadership potential.

Leading Effective Teams

Successful leaders rely on their work groups to create success.

Leading From a Distance

Where is the virtual workplace? It is not a single designated location but anywhere that people can and do work.

Leading Your Service Providers

In the world of customer service delivery, your staff is critical.

Make the Transition from Peer to Leader

One of the most difficult adjustments most of us face comes when we are promoted to supervise the group in which we recently worked.

Motivating for Top Performance

Being able to motivate others is seen as a gift -- either you have it or you don't.

Recognizing Performance Problems

Many leaders frequently ask, "Why don't they just do what they are supposed to do?" This seminar is designed to give leaders the tools needed to discover the answer to that old question.

What to Do About Bad Attitude Behaviors

Employees with bad attitudes are in total control of both their perceptions and their actions.

Professionalism

7 Habits of Highly Effective People Signature Program: Five Half Days Version

This intensive, 5 half days version of our 7 Habits workshop provides participants with a robust and tactical implementation plan to use the 7 Habits in their lives.

7 Habits of Highly Effective People Signature Program: Two Full Days Version

This intensive, two-day version of our 7 Habits workshop provides participants with a robust and tactical implementation plan to use the 7 Habits in their lives.

Accountability and Job Success

When it comes to how others perceive you, there is a big difference between being seen as reliable, ethical and willing and being seen as unreliable, unethical and unwilling.

Business Etiquette

Business etiquette is about presenting yourself in a way that shows you keep an open mind and maintain open and honest communication, and that you stick to your convictions as diplomatically as possible.

Developing a Winning Image

How important is your professional image? Will you be considered a serious contender for high-visibility, high-potential opportunities if your professional image is lackluster?

Email Etiquette

Email is the main form of communication in the workplace. How well does your email represent you and your organization? Is it clear, concise and professional?

Etiquette of Business Meals

Dining out with business colleagues, clients and potential employers can be a daunting event.

Resolving Conflict

Constructive Confrontations

In this seminar, we will discuss better ways of dealing with broken promises, disappointments and other performance gaps. We'll explore how to step up to and master constructive confrontations.

Managing Staff Conflict

As a leader, you doubtless encounter conflict among your front line staff members.

Mediating Workplace Conflict

In every work place of more than one person, conflicts are inevitable.

Resolving Workplace Conflict

This course focuses on resolving various workplace situations where disagreements or conflicts arise between team mates.

Teamwork

CSI: Small Town Kentucky

In this lively session, groups will work together to solve a problem: Who killed Coach?

Meet Productively

Why are meetings so despised? Face-to-face collaboration with your teams is invaluable to productivity and guaranteeing expected outcomes.

Meeting Focus

Meetings have a bad reputation-mostly because they are often conducted so poorly! Effective meetings build communication and enhance productivity.

Teamwork in a Changing Workplace

During this workshop we will explore just why working together as a team is so important to the success of the University as well as your personal success.

Customer Service

Dealing with Difficult Customers

Occasional angry or challenging customers can frustrate even the best customer service system.

Improving Patient Satisfaction

What can be done to improve patient satisfaction? The job in healthcare is a lot harder than it has ever been before.

Providing Exceptional Customer Service

One of the most important and challenging objectives in any business today is to provide services that consistently meet (and exceed) customer expectations.

Facilitating Change

Facing the Challenge of Change

Change is something that we face and have to face up to everyday! Through this workshop, participants will be able to:

- Interpret the dynamics of the change process.

Managing Change

Managers and supervisors will learn characteristics of responses, develop change strategies, and deal with the impact of the employees change response.

Moving Forward After Change

We are all being confronted with unwanted, stressful change.

Our Iceberg is Melting

Through the book, Our Iceberg is Melting, this course studies denial, fear, resistance to change and heroism,

and how they're applied to coping with change and transition from a personal and professional perspective.

Respect

Basics of Diversity

In order to understand diversity, it is important to understand how individuals are different.

Gender Styles in Communication

Communications between men and women in the workplace can be confusing and sometimes unsatisfying.

Generations in the Workplace

Generations in the Workplace is a half-day workshop that describes the characteristics, values, and motivations of the four generations in the workplace.

T&D Units

Technology & software training (<http://www.uky.edu/hr/training/offerings/technology-software-training>)

Professional development training (<http://www.uky.edu/hr/training/offerings/professional-development-training>)

SuperVision (<http://www.uky.edu/hr/training/supervision>)

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Other training

Business Procedures Training (</hr/training/offerings/business-procedures-training>)

Research Administration (RATE) (</hr/training/offerings/research-administration-rate>)

UK Business Procedures Certification Series (</hr/training/offerings/uk-business-procedures-certification-series>)

All T&D Courses (</hr/training/offerings/all-td-courses>)

Professional Development Course Sections

Communications

Creative Problem-Solving

Interpersonal Skills

Leadership

Professionalism

Resolving Conflict

Teamwork

Customer Service

Facilitating Change

Respect

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Exhibit 4D: Employee Education Policy

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/ Employee Education Program

Employee Education Program

Important Deadlines

Quick link to the deadlines for enrollment and other important semester milestones » (/hr/benefits/more-great-benefits/employee-family-education-program)

EEP Essentials

Employee Education Program tuition waiver form for UK employees (<http://www.uky.edu/hr/benefits/forms/eed-employee-education-program-tuition-waiver-form-for-uk-employees>)

Tuition waiver form for Murray State University (<http://www.uky.edu/hr/benefits/forms/eed-tuition-waiver-for-murray-state>)

Frequently asked questions (<http://www.uky.edu/hr/node/250>)

Program Overview

How the Employee Education Program works

Employees must follow admission and registration procedures and deadlines established by the University Senate. Be aware of fee and payment deadlines and fee assessment when courses are changed. An EEP Form (for UK employees) (/hr/benefits/forms/eed-employee-education-program-tuition-waiver-form-for-uk-employees) must be turned into the Employee Benefits office, 112 Scovell Hall, 0064, by the deadline established. Please check online or with Employee Benefits for the most current EEP forms available each semester. Only one course may be taken during work hours with approval by your supervisor and department head. You must make up your missed time within the same work week, which may include taking only a half-hour lunch break or changing your starting and/or ending times. Employees of other Kentucky postsecondary institutions may also apply for classes at UK, using a form from their employing school. Where applicable, Murray State students must complete and submit a Murray

State tuition waiver form (<http://www.uky.edu/hr/benefits/forms/eed-tuition-waiver-for-murray-state>).

Plan availability

The program is available for classes taken for credit at the University campus, any of the KCTCS institutions (i.e. Community and Technical Colleges), Eastern Kentucky University, Kentucky State University, Morehead State University, Northern Kentucky University, Western Kentucky University, the University of Louisville or Murray State University. The tuition waiver is not available for audited, non-credit, continuing education or community education courses.

What the Employee Education Program covers

Please be aware that the Employee Education Program waives tuition (activity fees only for UK employees attending UK). Any other fees (course and/or program fees), books or expenses related to the class are the employee's responsibility. Graduate-level waivers in excess of \$5,250 per calendar year are subject to tax as mandated by faculty and staff tuition waiver program policy KRS 164.020(32) ([/hr/sites/www.uky.edu.hr/files/benefits/documents/TuitionWaiverPolicy_164020.pdf](http://www.uky.edu/hr/sites/www.uky.edu.hr/files/benefits/documents/TuitionWaiverPolicy_164020.pdf)). View this letter (http://www.uky.edu/hr/sites/www.uky.edu.hr/files/benefits/documents/benefits_eepTaxableAmt.pdf) for more information regarding taxable EEP benefits.

A "graduation exemption" can be requested for a one-time exception to exceed 6-8 hours in a given semester in the employee's final 12 months prior to finishing their degree. The academic adviser must document the employee is in his/her final 12 months of study. With approval, employees may take up to three courses (up to nine credit hours) in one approved semester during this 12-month period, not to exceed 18 credit hours within that academic year.

Women's Forum \$250 Educational Assistance Award

The UK Women's Forum Employee Educational Assistance Award is available to UK employees taking UK classes through the Employee Education Program (EEP). This award will complement the existing tuition waiver program for UK employees by providing recipients of the award with a \$250 reimbursement to assist them with the cost of books, course materials and any applicable lab fees.

Regular full-time employees (0.75 FTE and greater) who are participating in the EEP program and taking UK classes, excluding independent study program courses, are eligible to apply for the award. The deadline to apply typically falls on the same day as the University deadline to drop classes. Please visit our website (see below) for exact deadline dates.

To apply for the UK Women's Forum Employee Educational Assistance Award, please submit an online application (<http://www.uky.edu/womensforum/eea.html>).

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Policy # 51.0: Employee Education Program

Revision date:

March 20, 2017

Purpose

The University encourages self-improvement and career growth of regular, full-time employees through supplemental educational courses and programs of study.

The University waives the tuition for regular employees with a full-time equivalent (FTE) of 0.75 or greater.

In addition, the University recognizes the need to offer educational benefits to dependents of employees.

Employees may participate in the Employee Education Program (EEP), Council on Postsecondary Education (CPE) Faculty and Staff Tuition Waiver, or the Family Education Program (FEP). Only one educational benefit policy can be utilized in a given semester.

Policy for Employee Education Program (EEP) (University of Kentucky Employees attending the University of Kentucky)

1) An employee is eligible for tuition waiver for classes taken at the University of Kentucky through the University of Kentucky Employee Education Program (EEP).

^a May take credit courses at the University of Kentucky through EEP. The EEP applies to the University of Kentucky employees taking classes at the University of Kentucky.

2) Through the EEP program the maximum number of credit hours for which tuition will be waived shall be no more than 8 per semester with a maximum of 18 per academic year. If more than 6 credit hours are scheduled in a semester, then the number of classes shall not exceed 2 classes. The academic year is defined as the period beginning with the fall semester and continuing through the eight week summer session.

a. Tuition waiver is available for all eligible credit courses.

b. Tuition waiver is not available for audited or non-credit education.

c. If an employee registers for more than the maximum hours for which the tuition will be waived, the excess tuition shall be paid by the employee.

d. If an employee does not pay the excess fees before the cancellation date of the official academic calendar, the employee will be dropped for all courses and the EEP award will be withdrawn.

e. A "graduation exemption" can be requested for a one-time exception to exceed 8 hours in a given semester in the employee's final 12 months prior to finishing their degree. The Academic Advisor must document the employee is in his/her final 12 months of study. With approval, employees may take up to three courses (up to nine credit hours) in one approved semester during this twelve month period, not to exceed eighteen credit hours within that academic year.

3) The combination of summer sessions (four week and eight week) is considered one semester. The combination of winter and spring terms is considered one semester.

4) Mandatory program and course fees other than tuition (e.g. breakage fees, books, etc.) shall not be waived by the University; however, the mandatory fees charged to part-time students shall be waived for UK employees attending University of Kentucky classes.

5) Employees who utilize this policy shall not be eligible for the Student Health Service or other programs requiring full-time student status.

6) If an employee's employment is terminated prior to the first day of classes, any previously approved tuition waiver shall not be honored.

7) Employees may not use the EEP benefit for semesters for which they have dependents using the FEP discount.

8) Any newly hired employee shall be eligible for tuition waiver if the employee is in an active, regular, full-time active assignment as of the last day to add a class.

9) Any taxation of tuition waiver amounts received will be governed by applicable state and federal tax laws. Current taxation information can be found at <http://www.uky.edu/hr/benefits/more-great-benefits/employee-and-family-e...> (<http://www.uky.edu/hr/benefits/more-great-benefits/employee-and-family-education-program>).

10) Any employee may be permitted, with prior departmental approval, to take only one course per semester (or Combination of summer sessions or spring/winter intersession) during work time.

Scheduling of classes and making up time shall be approved by the employee's department head or immediate supervisor and by the dean or the head of an administrative or operating division and shall not compromise the efficiency of any organizational unit

b. If the employee gives sufficient notice prior to the event, an employee shall be given reasonable time off work to talk with his/her academic advisor and to attend advance registration, add-drop, etc.

c. All time away from the job as a result of this policy shall be made up within the regular work week, resulting in no loss of time for which the employee is paid.

Policy for Council on Postsecondary Education (CPE) Faculty and Staff Tuition Waiver (University of

Kentucky employees attending other Kentucky public institutions or employees of other Kentucky institutions attending the University of Kentucky)

The Council on Postsecondary Education (KRS 164.020(32)) established that a "regular full-time employee of a postsecondary public institution or a state or locally operated technology center may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any [Kentucky state funded] public postsecondary institution."

The University of Kentucky EEP and the CPE Tuition Waiver Program run concurrently. The credit hour maximums per semester are cumulative.

Eligible employees of Kentucky public funded institutions:

1) May take credit courses at Kentucky public university or college through the CPE Tuition Waiver Program.

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The CPE Faculty and Staff Tuition Waiver Program allows eligible employees to take up to six credit hours per semester, not to exceed 18 credit hours per academic year.

2) May take credit courses at a public college or institution other than their employing institution through the CPE Faculty and Staff Tuition Waiver Program. This program applies to the University of Kentucky employees taking classes at publicly funded institutions other than the University of Kentucky and employees of other eligible institutions attending the University of Kentucky.

3) Through the CPE Faculty and Staff Tuition Waiver Program the maximum number of credit hours for which tuition will be waived shall be no more than 6 hours per semester with a maximum of 18 credit hours per year. The academic year is defined as the period beginning with the fall semester and continuing through the eight week summer session.

a. Tuition waiver is available for all eligible credit courses.

b. Tuition waiver is not available for audited or non-credit education.

c. If an employee registers for more than the maximum hours for which the tuition will be waived, the excess tuition shall be paid by the employee.

d. If an employee does not pay the excess fees and tuition before the cancellation date of the official academic calendar, the employee will be dropped for all courses and the CPE award.

4) The combination of summer terms (four week and eight week) is considered one semester. The combination of winter and spring terms is considered one semester.

5) The CPE Faculty and Staff Tuition Waiver Program does not include mandatory student fees, course and other fees, textbooks, or other charges assessed by a course offering institution.

6) Employees who utilize this policy shall not be eligible for the Student Health Service or other programs requiring full-time status.

7) If an employee's employment is terminated prior to the first day of classes, any previously approved tuition waiver shall not be honored.

8) Employees may not use the EEP or CPE Faculty and Staff Tuition Waiver for semesters for which they have dependents using the Family Education Program (FEP) discount.

9) Any newly hired employee shall be eligible for tuition waiver if the employee is in an active, regular, full-time assignment as of the last day to add a class.

10) Any taxation of tuition waiver amounts received will be governed by applicable state and federal tax laws. Current taxation information can be found at <http://www.uky.edu/hr/benefits/more-great-benefits/employee-and-family-e...> (<http://www.uky.edu/hr/benefits/more-great-benefits/employee-and-family-education-program>).

Employee Education Program and Council on Postsecondary Education Faculty and Staff Tuition Waiver Process

Process

1) Employees must submit tuition waiver forms to the program administrator at their employing institution. The Human Resources Office of Employee Benefits (Employee Benefits) is responsible for certification of eligibility for tuition waiver for University of Kentucky employees.

2) Applying for tuition waiver is independent of the admission and registration process.

a. An employee must apply for admission, be admitted and then register for class as any other student.

b. An employee's status as a student shall be governed by the University Senate Rules and the Code of Student Conduct or the Rule of the Senate of the Community College System.

3) To receive a tuition waiver through the University of Kentucky EEP or CPE Faculty and Staff Tuition Waiver Program, an employee must complete an Employee Education Program Form and turn it into the program administrator at their employing institution on, or before, the deadline established by the official academic calendar. If an employee does not meet the established deadline for submission of the Employee Education Program Form, then the employee will be assessed late fees.

4) The last possible date an employee may submit the tuition waiver form is the last day of class for the term requesting the waiver.

5) If an employee wishes to take a course during work time, the employee shall submit the appropriate tuition waiver form to the department head/supervisor and the dean/division head within a reasonable time (usually no less than 30 days) before the start of the semester. After receiving approval, the employee shall submit the form to Employee Benefits. Employee Benefits shall verify employment status and eligibility for tuition waiver.

6) For classes taken outside of work time, an employee shall submit the Employee Education Program Form directly to Employee Benefits.

Policy for Family Education Program (FEP)

The University will discount tuition and mandatory fees, under the Family Education Program for those eligible.

1) In order to be eligible for the tuition and mandatory fee discount the dependent must,

a. be a spouse/partner of a regular, full-time University of Kentucky employee as defined by University policy or, be a dependent child of the employee or partner, up to age 25, of a regular, full-time employee.

b. be admitted to the University and registered, for credit, as a post-high school graduate in undergraduate-level classes.

c. be in good academic standing.

2) The tuition and mandatory fee discount is provided based on employee length of continuous regular full-time service at U.K.

a. The service anniversary date will be based on the last day to add a class each term.

Based on the tuition rate maximum, the maximum discount per semester will be calculated as follows:

i. Less than 1 year of service = no discount

ii. At least 1 year, but less than 2 yrs = 10% discount maximum per semester

b. iii. At least 2 yrs, but less than 3 yrs = 20% discount maximum per semester

iv. At least 3 yrs, but less than 4 yrs = 30% discount maximum per semester

v. At least 4 yrs, but less than 5 yrs = 40% discount maximum per semester

vi. At least 5 yrs = 50% discount maximum per semester

3) The maximum benefit available will be equal to 50% discount on undergraduate, full-time course-loads for fall, spring, winter intersession and summer terms. For purposes of this policy, the two summer sessions will be combined and the winter intersession will be combined with the spring term.

4) FEP will credit student accounts after the last day to add a class each term (generally by 10th class day). If there are other tuition-eligible awards credited for the student, then the FEP discount will apply and the remaining awards will be adjusted (reduced).

5) The FEP benefit discount must be included in student financial aid packages and may result in adjustments of other student financial aid.

6) The FEP discount does not apply to Independent Study classes.

7) Spouses/partners that both are regular, full-time University of Kentucky employees and have eligible service may combine their discounts for an eligible dependent if the employees are not using EEP for the requested semester.

8) No application for need-based student financial aid will be required in order to receive the discount.

9) Application for the discount is subject to the same deadlines as established in EEP. If an employee/dependent misses the EEP form submission deadline, he/she is subject to late fee assessment.

10) FEP discounts can only be applied for, even if submitting late, the term for which the discount is requested.

Process

1) The Human Resources Office of Employee Benefits (Employee Benefits) is responsible for certification of eligibility for FEP discount.

2) Applying for FEP discount is independent of the admission and registration process.

a. An employee's dependent must apply for admission, be admitted and then register for class as any other student.

b. A dependent's status as a student shall be governed by the University Senate Rules and the Code of Student Conduct or the Rule of the Senate of the Community College System.

3) To receive the tuition and mandatory fee discount through FEP, the dependent must complete a Family Education Program Form and turn it into Employee Benefits on, or before, the deadline established by the official academic calendar. If the dependent does not meet the established deadline for submission of the Family Education Program Form, then the dependent will be assessed late fees.

4) The last possible date an employee may submit the Family Education Program Form to request the tuition and mandatory fee discount is the last day of class for the semester requesting the discount.

Related policies

HR Policy and Procedure #70.0, Attendance/Hours of Work ([/hr/policies/attendancehours-work](#))

Archived versions of this policy

Previous version: revised 08-06-2012 ([/hr/policies/archive/employee-education-program/revised-08-06-2012](#))

Previous version: revised 08-10-2010 ([/hr/policies/archive/employee-education-program/revised-08-10-2010](#))

Previous version: revised 07-11-2007 ([/hr/policies/archive/employee-education-program/revised-07-11-2007](#))

Previous version: revised 04-01-2006 ([/hr/policies/archive/employee-education-program/revised-04-01-2006](#))

Previous version: revised 01-03-2005 ([/hr/policies/archive/employee-education-program/revised-01-03-2005](#))

Previous version: revised 07-11-2002 ([/hr/policies/archive/employee-education-program/revised-07-11-2002](#))

Policies in the 'Employee Development' Section

HR P&P #50.0 Staff Development & Training ([/hr/policies/staff-development-training](#))

HR P&P #51.0 Employee Education Program ([/hr/policies/employee-education-program](#))

[« back to all Policies \(/hr/policies\)](#)

University of Kentucky Office of Human Resources

115 Scovell Hall | University of Kentucky | Lexington, KY 40506-0064 | Phone: (859) 257-9555

Exhibit 4E: Employee Application for Tuition Waiver

University of Kentucky, Employee Education Program (EEP) Form

Submission options: Preferred - email at edubenefits@uky.edu; Alternative - in person at Scovell Hall or via fax at (859) 323-8494
If you have any questions regarding this form please call (859) 257-8772 or e-mail HR Education Benefits at edubenefits@uky.edu
For more information, visit us online at: <http://www.uky.edu/hr/benefits/more-great-benefits/employee-family-education-program>

1) Employee Information:

Last Name:		First Name:		MI:		Employee ID:	
------------	--	-------------	--	-----	--	--------------	--

UK Email:		Phone:		Please select one:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> CKMS	<input type="checkbox"/> ESH
-----------	--	--------	--	--------------------	----------------------------------	--------------------------------	-------------------------------	------------------------------

2) Academic Information:

Year:

Term: (only 1 term per form)

☐ Fall ☐ Summer I

☐ Winter ☐ Summer II

☐ Spring

Student ID:

3) Level of Study:

☐ Graduate ☐ Undergraduate

4) Classes will be taken at (Select only one school per form):

☐ University of Kentucky ☐ Morehead State University ☐ Eastern Kentucky University

☐ Northern Kentucky University ☐ University of Louisville ☐ Kentucky State University

☐ Western Kentucky University ☐ BCTC

☐ KCTCS (Indicate College)

*Those students attending **Murray State** must complete and submit a Murray State University CPE Tuition Waiver Enrollment form

5) Course Schedule:

(Graduate level waiver amounts in excess of \$5,250.00 per calendar year are subject to taxation)

Please submit an amended form should any changes take place, such as dropping or adding a class. Refer to **University Policy 51.1.1.2** if enrolled in more than 6 credit hours - "The maximum number of credit hours for which tuition will be waived shall be no more than eight (8) per semester (if attending UK), not to exceed two classes, with a maximum of eighteen (18) credit hours per academic year." (The increase of the maximum of 6 hrs per semester applies **only** to UK employees taking classes at UK. It does not apply to any other college or university.)

Course Name	Course #	Section #	Days Course Meets	Course Time	Credit Hours

6) Missed Work Schedule:

Do any of your courses occur during your "normal working hours?" ☐ No ☐ Yes

***If yes to #6, print the form and acquire both signatures indicated.**
If your supervisor is also your director, please have them sign both lines.

This section to be completed only if an employee is taking a class during work hours. Per HR Policy 51.0, "A regular, full-time employee shall be permitted, with prior administrative approval, to take only one (1) course for credit per semester (or combination of summer sessions) during the employee's normal working hours". The approved manner in which scheduled work hours will be made up is as follows:

--

7) Approving

Dept. /Div.

Chairman/Supv:

Date:

Dean/Director/

Div. Head:

Date:

I certify that I am not applying for a waiver of more than 6 hours per semester (**8 hrs if attending U.K.**) from this institution or a combination of institutions and that the information provided on this form is true and correct to the best of my knowledge. I have read and understand the University of Kentucky policy pertaining to the Employee Education Program and that graduate level tuition waiver amounts that exceed \$5250.00 for the calendar year are subject to taxation via payroll deduction. Incomplete forms will not be processed. It is the responsibility of the employee to ensure that forms are received in accordance with posted deadlines.

8) Employee Signature

Date

I certify that the above named individual is a regular, full-time employee at the University Of Kentucky. If you have any questions in regards to eligibility, please contact the EEP Administrator at (859) 257-8772.
For Office Use Only (Do not write below this line.)

Eligible Hours:

Pers ID:

Pos#:

Org Unit#:

Exhibit 4F: Emails from Mr. Godell to WUKY staff members

Sent: Wednesday, October 12, 2016 2:37 PM
To: Godell, Tom J
Subject: Professional Development

All,

This is to remind you that UK's HR office provides a wide variety of Professional Development workshops. They are intended to help you enhance interpersonal skills, personal productivity, and professional effectiveness. Some of these training programs may also help you acquire skills to qualify for higher-level positions. Others are specifically designed for department managers to help ensure equal employment opportunity and prevent discrimination. Details of the course offerings may be found at the address below.

I strongly encourage you to visit <http://hr.uky.edu/TandD/welcome.php> and sign up for any courses that might be valuable or of interest to you.

Tom Godell
WUKY General Manager
tom.godell@uky.edu
859-257-3226



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WUKY is a proud adopter of GoodGiving.net. Check out our portrait today!

FW: Professional Development

2 messages

Godell, Tom J <Tom.Godell@uky.edu>
To: Susan Jenkins <susanjenkins2348@gmail.com>

Tue, Feb 21, 2017 at 12:16 PM

From: Godell, Tom J
Sent: Tuesday, January 03, 2017 11:12 AM
To: Godell, Tom J
Subject: Professional Development

All,

Happy 2017!

This is to remind you that UK's HR office provides a wide variety of Professional Development workshops. They are intended to help you enhance interpersonal skills, personal productivity, and professional effectiveness. Some of these training programs may also help you acquire skills to qualify for higher-level positions. Others are specifically designed for department managers to help ensure equal employment opportunity and prevent discrimination. Details of the course offerings may be found at the address below.

I strongly encourage you to visit <http://hr.uky.edu/TandD/welcome.php> and sign up for any courses that might be valuable or of interest to you.

Tom Godell
WUKY General Manager
tom.godell@uky.edu
859-257-3226



DONATE: <https://goo.gl/YM7mgO>

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Godell, Tom J <Tom.Godell@uky.edu>
To: Susan Jenkins <susanjenkins2348@gmail.com>

Tue, Feb 21, 2017 at 12:17 PM

From: Godell, Tom J